

# NMMSS *news*

PUBLISHED PERIODICALLY BY & FOR NMMSS USERS

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## Expedited Closures of NMMSS Database

Per the November 24, 2004 memorandum issued by Glenn Podonsky, Director, Office of Security and Safety Performance Assurance, Department of Energy, NMMSS has been officially directed to accomplish monthly closures by the 5<sup>th</sup> working day after the 15<sup>th</sup> calendar day after month end, except for the DOE semiannual reconciliation months of March and September. Therefore, it is increasingly important for DOE facilities to submit their transaction and inventory data by the required dates. As a reminder, the due date for DOE transactions is the 8<sup>th</sup> working day after month end and the due date for DOE inventory data is the 15<sup>th</sup> calendar day after month end. In addition, it is extremely important for all facilities to correct their transaction and inventory errors within one working day of being notified of an error. Without on-time submissions and data correction, it will be necessary for NMMSS to close the books without some data. When this happens, NMMSS will notify DOE SO-20.3 and the applicable DOE office. In the near future, DOE SO-20.3 will be establishing additional error correction metrics for DOE sites and materials. Possible additional metrics may include setting targets for reconciliation of NMMSS data. If you have any questions concerning the closure requirements at NMMSS, please contact Tina Barnett at 678-328-1126 or [tbarnett@nacintl.com](mailto:tbarnett@nacintl.com).

## Clarification of NMMSS On-Line RIS Updating Process

Last month's NMMSS News included an article stating that the NMMSS allows NRC and DOE facilities to electronically submit RIS updates via the NMMSS website.

In accordance with DOE M 474.1-2A, changes to a DOE RIS page must be directed to the cognizant DOE

field element or site office for approval and forwarding to the NMMSS operator for action.

The establishment of on-line RIS updates does not supersede the DOE M 474.1-2A. Allowing DOE facilities, field elements, or site offices to submit changes this way reduces time spent on the phone verifying changes and ensures that NMMSS has the correct RIS change information.

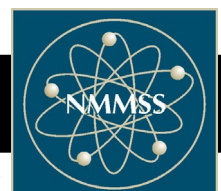
Since compliance with DOE M 474.1-2A is mandatory for DOE RIS holders, the NMMSS operator will not process any electronic DOE RIS changes until proper authorization is received. A copy of the marked-up RIS page with proper approvals or an e-mailed approval from the cognizant DOE field element or site office will provide this authorization.

Additional instructions will be added to the NMMSS web site that: 1) identify DOE M 474.1-2A as the guidance to follow when updating DOE RIS information, and 2) require that proper approval documentation be sent to the NMMSS operator.

For questions pertaining to the use of the NMMSS On-Line RIS Update Application website, contact the NMMSS Technical Team Lead, Sam Brown at 678-328-1129 or [sbrown@nacintl.com](mailto:sbrown@nacintl.com).

## Join Us in New Orleans for the 2005 NMMSS Users Annual Training Meeting

Beignets at Café du Monde in the French Quarter, the sounds of Dixieland jazz and the unmistakable hospitality of the Crescent City await us at the 2005 NMMSS Users Annual Training Meeting in New Orleans. These pleasant surroundings will serve as the backdrop to interactive discussions concerning issues critical to all NMMSS users.



What can NMMSS do to better serve the user community and advance the state of the art in materials accounting? As the users of NMMSS and those on the front lines of materials control and accountability, you are the ones who know the direction materials accounting should take. Please join us on May 24-26, 2005 at the Ritz Carlton in New Orleans as we establish the groundwork for materials accounting for the future.

We are looking for industry volunteers to be session leaders. You may choose group or individual presentations, panel or open discussions, or debates as the format. If you are interested, please contact Donna Hinton at [dhinton@nacintl.com](mailto:dhinton@nacintl.com) or by telephone at 678-328-1131.

## XML Format Available For NMMSS Reporting

In addition to the restrictive 80-column format used for reporting transaction, inventory and material balance data to NMMSS, the XML format is also available for NMMSS data reporting. The advantage to using the XML format is the ability to include additional information in the file, which is needed by the user but not captured by NMMSS. When using XML, industry, without government involvement, has the option to set a format standard that they will use among themselves. The 80-column format is more structured and restricts the amount and type of information reported.

The required XML formats for reporting transaction, inventory, and material balance data to NMMSS can be found in NMMSS Report D-23, Personal Computer Data Input for Department of Energy Contractors (effective October 1, 2003) and NMMSS Report D-24, Personal Computer Data Input for Nuclear Regulatory Commission Licensees (effective October 1, 2003). Both reports are available under the "Reports" option at [www.nmmss.com](http://www.nmmss.com).

## DOE/NTC NMMSS Training Courses Rescheduled

The NMMSS I training course and NMMSS II workshop have been rescheduled at the Department of Energy National Training Center (NTC) in Albuquerque, New Mexico.

The NMMSS I (MCA-112) training course has been scheduled for April 5-8, 2005. This course is designed to help personnel who have fewer than two years experience in materials accountancy. Prerequisites for the class are successful completion of two computer-based training courses: Introduction to Nuclear Materials Control and Accountability (MCA-101DC) and Transaction Data Systems (MCA-103DC).

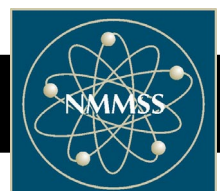
The NMMSS II (MCA-212) workshop has been scheduled for June 21-23, 2005. This workshop is a follow up to NMMSS I, and addresses advanced topics and report products associated with nuclear materials accounting as they apply to NMMSS. Participants are also encouraged to bring NMMSS-related issues and problems they are currently experiencing to the workshop for discussion. The NMMSS I course (MCA-112) is a prerequisite for the NMMSS II workshop.

There are no training fees for DOE facility/office personnel or DOE contractors for the course or workshop. Other persons must pay a training fee.

Go to the NTC website, [ntc.doe.gov](http://ntc.doe.gov), to learn more about the courses/workshops, obtain copies of the course prerequisites and to register for courses.

## NRC NMMSS Training Course Scheduled For February 2005

The next NRC NMMSS training course will be conducted February 15-17, 2005 at the NAC Corporate Headquarters in Norcross, Georgia. This course is designed for individuals from NRC/Agreement State license holders with limited experience in NRC requirements related to nuclear material transfer and inventory reporting to NMMSS. The student will become familiar with NUREG/BR-0006 and NUREG/BR-0007. Additionally, the course will provide basic training in how to complete and



submit nuclear material transaction forms (DOE/NRC Form-741), concise note forms (DOE/NRC Form-740M), Material Balance Reports (DOE/NRC Form-742), and Physical Inventory Listing reports (DOE/NRC Form -742C).

There is no cost or prerequisites for the course. Individuals interested in attending should contact Donna Hinton at [dhinton@nacintl.com](mailto:dhinton@nacintl.com) or (678) 328-1131. Directions and logistical information will be provided to confirmed registrants prior to the course.

## Establishing or Deactivating a RIS for NMMSS Reporting

### DOE RIS:

In order for a new DOE RIS to be established in the NMMSS, the requesting organization must contact their field element or site office. The field office will provide the required information to DOE Headquarters, Office of Plutonium, Uranium and Special Materials Inventory, (SO-20.3). After SO-20.3 coordinates with the appropriate DOE Headquarters program offices and the Office of Financial Policy, they will instruct the NMMSS operator to assign the new RIS. The deactivation of the DOE RIS occurs when a facility's authorization to store/handle nuclear materials inventory is withdrawn. Before deactivation all inventory must be removed to a balance of zero. Notification of deactivation is sent from the field element or site office to SO-20.3. After SO-20.3 coordinates with the appropriate DOE Headquarters program offices and the Office of Financial Policy, they will instruct the NMMSS operator to deactivate the RIS. For additional guidance on establishing a new DOE RIS, please contact Tina Barnett at [tbarnett@nacintl.com](mailto:tbarnett@nacintl.com) or 678-328-1126.

### NRC RIS

In order for a new NRC or Agreement State Licensee RIS to be established by NMMSS, the requesting organization must contact Brian Horn at NRC Headquarters (301-415-8128) who in turn will instruct NMMSS to assign the new RIS. Before deactivation, all inventories must be removed to a balance of zero. Prior to deactivation, the NRC will request confirmation from NMMSS that the nuclear

material balance is zero, and will subsequently instruct NMMSS to deactivate the RIS. For additional guidance on establishing a new NRC RIS, contact Ron Bonifay at [rbonifay@nacintl.com](mailto:rbonifay@nacintl.com) or 678-328-1116.

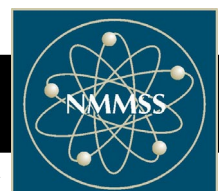
## Thank You To DOE Facility Nuclear Material Accounting Staffs

The NMMSS Staff would like to thank all of the DOE facility nuclear material representatives and their staffs for their diligence and responsiveness in reconciling their books with the NMMSS books for the semi-annual period ending September 30, 2004. As a complex-wide team, we were able to accomplish a timely closure, which allowed the NMMSS staff to distribute needed reports to the user community within a reasonable time period. We look forward to doing even better during the upcoming March 31, 2005 reconciliation period. If you identify any areas where the NMMSS staff can help make the reconciliation process easier and more efficient for your facility (reports, electronic data, etc.), please contact Tina Barnett at 678-328-1126 or [tbarnett@nacintl.com](mailto:tbarnett@nacintl.com).

## Transaction And Inventory Due Dates For DOE Sites

Please note NMMSS transaction and inventory due dates for DOE sites are as follows.

Reporting Month	Transactions Due	Inventory Due
November 2004	December 10	December 15
December 2004	January 12	January 18
January 2005	February 10	February 15
February 2005	March 10	March 15
March 2005	April 12	April 15



## Remaining 2004 NMMSS Holidays

Please note that NMMSS will be closed on the following days to observe these holidays.

Dates in 2004	Occasion
December 24	Christmas Eve
December 31	New Years Holiday

## Calendar Of Events

Dates	Events
February 15-17, 2005	NMMSS Licensee Training, Atlanta
April 5-8, 2005	NMMSS I Training Course, Albuquerque, NM
May 24-26, 2005	NMMSS Users Annual Training Meeting, New Orleans
June 21-23, 2005	NMMSS II Workshop, Albuquerque, NM

